App. F. IX-4

Previous References
P+S 19-34 Ks 1-6

1935.
(P+S)

File No. 74-05
Serial Nos. 1-4

Letter References.
P+ d. 74-05, #s. 1-2.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4, 5

Part ✓ **B for** August 36

SUBJECT.

Inventories of the Government Presses for year 1934-35

WD 0418—GPB—22,500—29-8-36

To
G. 987-8 d/ 10.8.36
The Supt. Govt. Printing
The Comptroller ... with certain observations
R[illegible] the inventories

Inventories of the Govt Presses for the year 1934-35

General and Revenue Secretariat	File No. P&S 34 of 1935	[App. F. III—2

Serial No.

1.

From the Supdt, Govt Printing

No P1248 d 21.10.35

Submits the inventories of the Govt Central Press and the Govt Branch Press Mysore for the year 1934-35

1) Subd with a draft letter forwarding the inventories to the Comptroller for verification as usual

Itd

30.10.35 Itd C.C.

2) Issue

Itd

N.M

30.10.

To

the Comptroller to Govt

No G3435 d 2.11.35

Forwards the inventories for verification and return.

From

the Comptroller to Govt

No LAD 316 d 27.1.36

informs that the inventories have been verified and sent to the Supdt, Govt Printing with a memo of observations and that on receipt of replies, the same will be submitted to Govt with usual remarks

WD 03594—GPB—30,000—13-7-35

Inventories of the Govt Presses for the year 1934-35

File No. P×S 34 of 1935

General and Revenue Secretariat

4.

From the Comptroller to Govt
No LAD 660 d 20.5.36.
returns the inventories together with the memo of observations and replies received from the Supdt, Govt Printing and makes certain final remarks on the points noticed.

3)

mits for orders.

1. The Comptroller suggests that in noting values, pies should be eliminated and the values rounded to the nearest anna. The Supdt agrees to this proposal. This may perhaps be sanctioned.

4)

2. Rule 45 (8) page 49* of the Press Manual has to be amended as the Stock taking of the Branch Press is done in January every year. The Comptroller further suggests that it will be necessary to send inventories also for the same period. For orders. The Supdt may if approved be consulted U.O.

5)

3. The Supdt Govt Printing may, as proposed by the Comptroller, be

Inventories of the Govt Presses for the year 1934—35

General and Revenue Secretariat | File No. Px S 34 of 1935 | [App. F. III—2

Serial No.

be asked to submit suitable proposals for changing the forms of account of the type casting Branch. As stated by the Comptroller it is necessary to keep accounts showing bad type, issues for casting and out turn. The Supdt says that an out turn register is being maintained in the branch and an account of type cast is kept in the Stores. He is agreeable to keep a detailed account of types cast and delivered to the Stores in the branch. Rules 138* to 140 on pages 143 & 144 and forms* on pages 293 and 294 & 295 of the Press Manual are stated to be inapplicable to the present day conditions. These have perhaps be to be suitably altered. For orders.

A register of unserviceable articles has to be maintained under rule 45 (6) on page 98 of the Manual. This is not being done and the Supdt has agreed to open separate accounts for the same. No further action is

Inventories of the Govt-Presses for the year 1934-35

6183

File No. PXS 34 of 1935.

General and Revenue
Secretariat

---

7) 5. The Stores accounts are not at present being scrutinised by any Officer nor by the Head clerk. The Supdt is agreeable to arrange for a periodical checking of this account by the Head clerk. The Comptroller suggests that a monthly checking by the Head clerk and a quarterly scrutiny by the Supdt. or a Gazetted Officer is quite necessary. The Supdt. may perhaps be consulted u.o. on this point also.

The file ~~maybe~~ will be sent u.o. Oly to the Supdt. Govt. Printing if approved.

mv

Subd. for orders.
4.6.36.

8) 5.6.36

U.o. Pls

9) MW. 8.6.36.
mv/9/6

10) U.O. No. 379/Pts date 9-6-36

Forwarded with compliments to the Supdt, Govt Printing for favour of remarks on the points taken by the Comptroller.

By order.

M. M. C. Sri Rangacha

for Secretary to Government
Development Department

Inventories of the Govt-Presses for the year 1934-35

(5

General and Revenue
Secretariat

File No. PxS 34 of 193 5 [App. F. III—2

Serial No.

Retransmitted with compliments.

(1) 1. The elimination of pies in the noting of the values in the several columns of the Inventory is very advantageous in as much as it saves a good deal of labour. It may therefore be sanctioned.

(2) 2. The Stock-taking of Stores is being done in January and July every year at the Central Press and in January at the Branch Press. As the accounts of the year have to be made up at the end of the official year, for purposes of the Annual Administration Report, it would be convenient if the stock-taking is also done at that time. The figures for the Inventory and the Administration Report can be worked up simultaneously if the former is also prepared for the official year. Hence it is not desirable to modify Rule 45 (8) of the Press Manual and the existing practice at the Central Press may be permitted to be continued and ~~to be~~ adopted at the Branch Press also. Please vide reply to para 5 infra.

(3) 3. An outturn register is being maintained in the Type Casting Branch and in addition to it a register of types issued to Stores is also being maintained at the Central Press. The latter register will be introduced at the Branch Press, so that the procedure may be uniform at both the Presses. The other two

NOTE—Contn Sheet.

Inventories of the Govt Presses for the year 1934-35

File No. PxS 34 — 1183 of 1935 — General and Revenue Secretariat

two registers prescribed on page 293 of the Press Manual have become obsolete, as hand casting has given place to casting by Automatic Type Casting Machines.

14) 4. A register of Unserviceable articles will be maintained at both the Presses.

15) 5. As regards the scrutiny of the Store accounts at the Branch Press, necessary instructions will be issued to the Assistant Superintendent, Government Branch Press, to have the accounts checked by the Head Clerk every month and to hold Stock-taking every half-year as in the case of the Central Press, so as to ensure greater check over the Stores Branch in future.

Bangalore,
25th June 1936.

Superintendent,
Government Printing.

16) Subd for kind perusal and orders.

Points 1 and 4 are agreed to by the Supdt and may be sanctioned.

Points 2, 3 and 5 are for orders. The Fin Dept may also be consulted on the above if approved.

1.7.36

6.7.36

L SECRET
No. F/ 79
8. JUL. 1936

180/6/7

(17) The Supdt's views may be accepted

[illegible]

[illegible]

Inventories of the Govt Presses for the year 1934-35.
6183
(7

General & Revenue Secretariat.

File No. P&S 34 of 1935.

[App. F. III–2

Serial No.

Submitted with Ofl. G.O. for kind appl
Mehta
31.7.36.

Dir Secy

4.8.36

4.8.36

1014/4/8

TYPING SECTION
5 AUG. 1936
GENL. & REV. SECTT.

Issue
4.8.36

5

To Supdt, Govt Printing
Comptroller to Govt
G 987-S d 10.8.36
Records the inventories with certain observations on the final remarks of the Comptroller.

GENL. & M... DH.
11 AUG. 1936
GENL. & REV. SECT.

Shah
11.8.36.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Encl. Two Inventories

Bangalore, dated ~~the 18th Oct.~~ 1935.

P & S 36 - 35 - 1

GENL. & MIS. BRANCH
2034
22. OCT. 1935
GENL. & REV. SECTT.

PH

FROM

B. SRINIVASA IYENGAR, ESQ., B.A.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

TO

M. Venkatanaranappa, Esq., B.A.,
Secretary to Government, Development Dept.
BANGALORE.

SIR,

I have the honour to submit herewith the Inventory of the Government Central Press, Bangalore, and that of the Government Branch Press, Mysore, for the official year 1934-35.

As per instructions conveyed in G. O. No: G. 659-60 P.&.S. 19-34-6, dated 25-7-35, an abstract of the 'Additions during the year' has been appended to the Inventory and depreciation account has been opened for the Branch Press. The rounding of the cost of depreciation to the nearest rupee will be adopted for the year 1935-36, as the depreciation for 34-35 has been calculated to the exact figure according to the existing practice.

I have the honor to be,
Sir,
Your most obedient servant,

Superintendent,
Government Printing.

Put up a draft letter
sending the inventories to the
Comptroller for verification as usual.
[illegible]
.10.35.

Issue
31/10

1. OCT. 193
REV.

To the Comptroller to Govt.
No G. 3435 Dt .11.35
for the inventories for verification
and return

A

G. R. S. App. F. G. 3.

GENERAL AND REVENUE
SECRETARIAT.

(*Continuation sheet draft form.*)

No 3455 G 2/11/35 [illegible]
P+S 34-35-2

To the Comptroller to Govt

Sir,

I am directed to forward herewith for favour of verification and return the inventory of the Govt Central Press, Bangalore, together with that of the Branch Press, Mysore for the official year 1934-35.

I have etc.

[illegible] 30/10
For Secy to Govt
Dev: Deptt.

Dft
[illegible]
30-10-35.

In reply please quote
No. LAD.316.

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

Bangalore, dated 27th January 1936.

P&S 34-35-3

3944

FROM

A. N. RAGHAVACHAR, ESQ., M.A.,
Comptroller to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

TO

M.Venkatanarnappa Esq., B.A.,
Secretary to the Government of Mysore,
Development Department, Bangalore.

SIR,

With reference to your letter No.G.3300/P&S.34-35-2 dated 1-11-35 forwarding for verification and return the Inventories of the Government Central Press, Bangalore, and the Government Branch Press, Mysore for the official year 34-35, I have the honour to state that the two inventories have been verified and forwarded to the Superintendent, Government Printing, Bangalore with a Memo containing the observations of this office thereon for replies and retransmission to this office. On receipt of the same in this office with the replies of the Superintendent they will be submitted to Government with the final remarks of this office.

I have the honor to be,
Sir,
Your most obedient servant,
Comptroller.

Subd for perusal.
The final remarks may perhaps be awaited
5.2.36.

5/2

U.

Reminder filed
23.3.

BRANCH
5 FEB. 1936
L. & REV. DEPT.

Issue
23.3.36

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

In reply please quote reference to No. 538/LAD

COMPTROLLER'S OFFICE, BANGALORE
Dated the 27th March 193

5156
1 APR 193
GENL. & REV.

M. Venkatanaranappa, Esq., B.A.,
Secretary to the Govt. of Mysore
Development Department, Bangalore.

Sir,

I have the honor to state that the ~~Inventries~~ Inventories of the Government Press Bangalore and that of the Branch Press, Mysore, called for in your reminder No. G 7697 dated 13-3-36 have not yet been received from the Superintendent, Government Printing, Bangalore, to whom a reminder has this day been issued. On receipt of the two Inventries in question from that officer with his replies the same will be submitted to Government.

Subd for perusal. Further reference will be awaited

I have the honor to be,
Sir,
Your most obedient servant,
For Comptroller.

If approved
7.4.36

APR. 1936

7.4.36

Gus A
8.4.36

Subd with reminder
27/4/36

Issue
27.4.36

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

In reply please quote reference to No. LAD. 660.

COMPTROLLER'S OFFICE, BANGALORE

Dated the 20th May 1936.

GENL & DEV. SECT.
26 MAY 1936
GEN
6183
P. 8

PXS 34-35-4

To,
M.Venkatanaranappa Esq., B.A.,
Secretary to the Government of Mysore,
Development Department, Bangalore.

Sir,

I have the honour to return herewith the inventories of the Central and Branch Presses for 1934-35 received with your letter No.G.3300 P & S.34-35-2 of 1-11-35, together with a copy of replies received from the Superintendent to a note of this office on the inventories and to state as follows :-

(1) Para 5 of note on Central Press. The elimination of pies in the noting of the values in the several columns in the inventories agreed to by the Superintendent may be sanctioned.

(2) Para 4 of note on Branch Press- In the light of the explanation offered by the Superintendent, the stock taking may be ordered to be done in January each year in the Branch Press by amending rule 45 of the Press Manual suitably. It will be necessary to send up inventories also for the same period.

(3) Para 5 of note on branch Press- The Superintendent states that there is a change in the nature of the machinery in the type-casting branch and that therefore, rules 138 to 140 of the Manual on pages 143 & 144 and from 293 to 295 are not applicable to present day improvements. If so, he may be asked to submit suitable proposals for changes in the forms of account for this branch. It is however necessary to maintain an account showing bad and old types received, issued for casting and the outturn daily ø in a suitable register.

(4) Para 7 of Note on branch Press- The separate account for unserviceable stores promised to be kept has to be opened early in both the Presses.

(5) Para 9 of note on branch Press- A monthly scrutiny by the

head clerk and ~~agreeably~~ a quarterly scrutiny by the Superintendent or the Assistant Superintendent in addition to his general control over Store account is necessary and this has to be arranged. It may not be desirable to leave the matter entirely in the hands of the Store keeper and the head clerk.

I have the honor to be,
Sir,
Your most obedient servant,

Comptroller.

21/5

NOTES ON THE INVENTORY OF THE CENTRAL PRESS

for 1934 - 35.

No.	Objections.	Replies.
1.	Columns 3, 4 and 5 have not been filled up in some cases. The figures in Cols. 4 and 5 require to be altered in view of some articles purchased having been since added to the accounts. These omissions require to be supplied.	Columns 3, 4 and 5 have since been filled up as suggested. As Col. 5 is intended to show the original cost of purchase, only the cost paid in the first instance has been entered in that column for purposes of information and reference regarding comparative cost of purchases made from time to time. Both the quantity and the value of additions made during the year is shown in the Col.9 "Additions during the year."
2.	Rs. 5,404-12-0 is the value of the type issued for melting and casting new types. As it is not likely that types of an equal value were obtained and brought to stock during the year by melting and casting this quantity, the value of types actually received from the casting Br. and taken to account in the stock ledgers has to be shown in the abstract of addition, as has been done in the case of the Branch Press, in para 2 of its report, where a similar mistake was made. The abstract of additions requires modification.	The Abstract of Additions has been prepared afresh, as per instructions consisting of (a) Fresh Purchases, (b) Types received from the Casting Branch, and (c) Materials received from the Branch Press.
3.	Materials worth Rs. 275-11-0 have been issued to "Artha Sadhaka Patrika" It is not clear if value has been recovered in this case.	Certain Printing Machinery and Type to the extent of Rs. 3,500/- was ordered to be supplied free of cost to the Editor, Artha Sadhaka Patrike for conducting the above Paper for a period of three years, (Vide G.O. 1756-8-E.C. 6-32-3, dated 17th November 1932.) Hence no value has been recovered.
4.	Rounding off the cost of depreciation to the nearest rupee has not been done in the two Presses as ordered by Govt. This has to be done in the Inventory of 1935-36 as promised.	This will be done in the Inventory of 1935-36.

No.	Objections.	Replies.
5.	It is generally advantageous if in noting values in several columns, they are all rounded to the nearest anna. This will not only save work in additions but shortens the size of the Inventory also. The stock ledgers of which, the Inventory is an extract may be also required to be posted after eliminating pies.	A recommendation to eliminate Pies in the several columns o the Inventory, as suggested, be submitted for the orders o Government.
6.	A statement showing some arithmetical discrepancies in the calculation of depreciation, etc., is enclosed for intimating the cause of discrepancies and return.	The Arithmetical discrepancies have since been rectified.

Sl. No.	Description of the article	Depreciation in quantity- As entered in the Inventory.	Depreciation in quantity- As it works out.
	Composing	lbs.Oz.	Lbs.Oz.
85.	36 - Pt. Spaces and quads.	2-1¼	2-1¾.
118.	Metal Furniture	144-13½	184-13½.

SUPERINTENDENT.

NOTE ON THE INVENTORY OF THE BRANCH PRESS, MYSORE

For 1934 - 1935.

No.	Objections	Replies
1.	The following additions were omitted to be included in the accounts of the year. The first has been included now. The second has to be included in the accounts of next year after ascertaining its value from the Central Press. The total value of additions during the year will be .. Rs.7,014- 4-4.	
	(a) Spare parts for type casting machine. 25-11-0.	(a) Spare parts for Type Casting - machine have been included in the Offic Copy of the Inventory.
	(b) Two Pulleys and Key.	(b) The cost of two Pulleys and a key will be entered in the Inventory for next year.
2.	The abstract of additions appended is incorrect. It should be as indicated below. (a) Fresh Purchases .. Rs.232- 5-4. (b) Type received from Casting Branch. "6643-15-0. (c) Materials received from Central Press. 138- 0-0. 7014- 4- 4	The abstract of additions is corrected as indicated.
3.	The undermentioned items of stores are not useful to the Press. It is for consideration if they cannot be transferred to other places where - here is use for them:- Page 10. Item No.31 Iron cot No.1. " 32 Teakwood stands. 2. " 33 Mirror with drawers 1. " 34 Coat stand 1. " 35 Easy Chair 1.	These five articles have been in stoc for a long time and are intended for the use of the Superintendent, during his periodical inspection at Mysore. Out of these articles, the Iron Cot and Mirror with drawers were sold by Public auction on 3-12-35 as per G.O. No. G.4263-4/P & S. 43-35-2, dated 25/27th November 1935 as they were unserviceable.
4.	While under rule 45(8) Page 99, of the Press Manual, stock taking of ~~the~~ stores should be done in June every year, it is done in January in this	The stock taking of the Branch Press is being done at the beginning of January for a very long time as June is a very busy month for the Branch

his Press. Even then only stores n charge of the Store-Keeper are erified and not those in use in he branches, such as, Office furiture, chases, galleys, knives, ammers, Pulleys, etc. It is necessary to require the Rule in the annual being followed in regard o them.	Branch Press on account of the Birthday and Budget Session of the Representative Assembly and it is not possible to carry on stock-taking in that month owing to the special and urgent works under execution there. The composing and Binding appliances such as galleys, chases, etc., in the working Branches are being checked during the quinquennial stock taking, as they are included under Plant and Machinery and come under the purview of Para 2 of Rules 45(8) of the Press Manual. The annual stock taking is confined to consumable stores only as per Para 1 of Rule 45(8).
. No accounts are maintained in he Type-Casting Branch as required y Rules 138 to 140 on Pages 143 nd 144 and forms in pages 293 to 95, of the Manual. This requires egularisation.	Rules 138 to 140 on Pages 143 and 144 and forms on Pages 293 to 295 of the Manual are generally for the Type Foundry consisting of a number of Hand Casting Machines which method of casting types is not existing at the Branch Press. This hand casting method which was in use at the Central Press has latterly been abolished on the introduction of Automatic Type Casting Machines both at the Central Press and Branch Press. An outturn Register~~s~~ is being maintained here to check the work of the Type Caster. Account for the types cast in the casting branch is being maintained in the Stores. If necessary a detailed account of types cast and delivered to the stores will also be kept in the type casting Branch in addition to the outturn Register.
6. The under noted non-perishable stores have been omitted in the Inventory for a long time though they are taken to account in the Stock Book. To this extent the assets of the Press have been understated. It is necessary to take them to the Inventory at a valuation to	Items a, b, i, j, k, l, m, n, and s will be taken into the Inventory as is being done at the Central Press. The remaining articles are consumable articles and are therefore not entered in the Inventory.

- (c) Mallets.
- (d) Shooting stick.
- (e) Enamel kettle.
- (f) Planer.
- (g) Type metal lead.
- (h) Pig lead.
- (i) Wheels of ruling machine.
- (j) Blades of wire stiching machine.
- (k) Choking Lever.
- (l) Choker.
- (m) Nozzle.
- (n) ~~Ejector~~. Jet Ejector
- (o) Foot stick 6" long.
- (p) Furniture 2 to 6 Ems.
- (q) Perforating rules, brass.
- (r) Levers for Baston wire stitcher.
- (s) Quoins.

7. No account is at present kept of unserviceable stores as required in Para 45(6) Page 98 of the Manual. They are at present included in the account of good ones. As it gives scope for substituting bad for good ones, it is necessary to keep a separate account of such article as required by rules.	Separate accounts will be kept for the unserviceable stores as per Para 45(6) of the Manual.
. Cols. 3, 4 and 5 of the Inventory re blank. It is necessary to re- uire the filling up of these - olumns as they afford useful statis- ical information.	Columns 3, 4 and 5 of the inventory will be filled up as far as information is available.
. The stores accounts generally do how evidence of any acrutiny ~~that~~ y the Head of the Office or even v the Head Clerk.	Periodical scrutiny of the Stores account by the Head Clerk will in future be arranged for.

clerk.

In consequence, even mistakes due to incorrect totalling of entries remained undetected. Greater control and check over the store accounts is called for.

The corrections indicated in the inventory in coloured pencil may be kindly caused to be noted in the office copy or the cause of discrepancies stated.

for.

The corrections indicated in the Inventory in coloured pencil are incorporated in the Office copy.

SUPERINTENDENT.

G. R. S. App. F VI—G 2]

SUBJECT ....

Diary No. of letter replied to ....

Section P&J

File No. 34-35

Serial No. 5

General and Revenue Secretariat

( )

the 193 .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 10/8/36 193 .

Signed by ....

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette Kannada Part ?

Read— Letter No P1248 d 21.10.35 from the Supdt., Govt Printing submitting the inventories of the Govt Presses for the year 1934-35

2. Correspondence ending with letter No LAD 660 d 20.5.3 from the Comptroller to Govt

~~Order thereon: No.~~ Returning the inventories after verification with his ~~certain~~ final remarks together with copies of the memo of objections raised in his office and of the replies thereto furnished by the Supdt, Govt Printing

3. U.O. note d 25.6.36.

from the Supdt Govt Printing
submitting his further observation
in the matter.

Order No 987-8

Recorded.

2. The Comptroller has made the following suggestions in his final note:—

1) The elimination of pies in noting values in the columns of the inventories.

2) A provision being made to continue the practice at the Branch Press of conducting stocktaking in January each year by amending rule 4 of the Press Manual.

3) Certain changes in the forms of account maintained in the typecasting branch

4) The opening of separate acc

G. R. S. App. F. G. 3.

GENERAL AND REVENUE
SECRETARIAT.

(*Continuation sheet draft form.*)

in respect of unserviceable articles at both the presses.

5) A scrutiny of the Stores account at the Branch Press

Govt. approve of suggestions 1 and 4 above being adopted. The stock taking of stores may be taken up in January and July every year in the Branch Press as is being done at the Central Press to facilitate the compilation of necessary figures required for the Annual Report and the inventory at the same time. In the typecast branch, it appears to be sufficien if a register of types issued to store is maintained at the Branch Pre in addition to the outturn register in accordance with the practice at the Central Press. The Comptrolle suggestion to have a monthly scrutiny of the store account by the Header is accepted. This in addition to th half yearly stocktaking mentioned above, will ensure an adequate check over the Stores Branch of the Branch Press.

MW.

Secy to Govt
Dev: Deptt

mcc
4.8.36

To Supdt Govt Printing
Comptroller to Govt

31.7.36.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

Read:-

Letter No. P. 1248 dated 21st October 1935 from the Superintendent, Government Printing, submitting the inventories of the Government Presses for the year 1934-35.

2. Correspondence ending with letter No. LAD. 660 dated 20th May 1936 from the Comptroller to Government, returning the inventories after verification with his final remarks together with copies of the memo of objections raised in his office and of the replies thereto furnished by the Superintendent, Government Printing.

3. Unofficial Note dated 25th June 1936 from the Superintendent, Government Printing, submitting his further observations in the -- matter.

ORDER No. G. 984-8 P+S. 34-35-5

Bangalore, dated the 6th August 1936.

1064

RECORDED.

2. The Comptroller has made the following suggestions in his final note:-

(1) The elimination of pies in noting values in the columns of the inventories.

(2) A provision being made to continue the practice at the Branch Press of conducting stock-taking in January every year by amending Rule 45 of the Press Manual.

(3) Certain changes in the forms of account maintained in the type-casting branch.

(4) The opening of separate accounts in respect of unserviceable articles at both the Presses.

(5) A scrutiny of the Stores account at the Branch Press.

Government approve of suggestions 1 and 4 above being adopted. The stock taking of stores may be taken up in January and July every year in the Branch Press as is being done at the Central Press to facilitate the compilation of necessary figures required for the Annual Report and the inventory at the same time. In the type-cast casting branch, it appears to be sufficient if a register of types issued to stores is maintained at the Branch Press in addition to the outturn register in accordance with the practice at the Central Press. The Comptroller's suggestion to have a monthly scrutiny of the store account by the Head Clerk is accepted. This in addition to the half yearly stock taking mentioned above will ensure an adequate check over the Stores Branch of the Branch Press.

cretary to Government,
evelopment Department.

The Superintendent, Government Printing.
Comptroller to Government.